

# MONTANA STATE LIBRARY

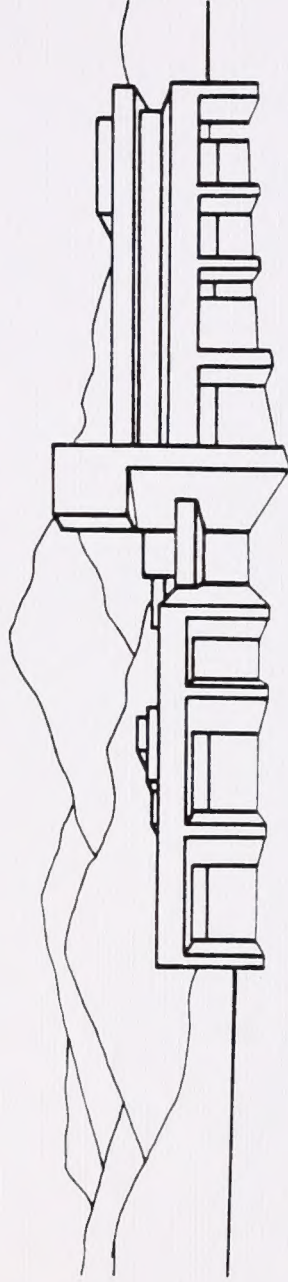
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# State Library Commission

MONTANA STATE LIBRARY



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State Library Commission - Narrative Budget Justification

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# MONTANA STATE LIBRARY

	Fiscal 1990 Actual	Fiscal 1991 Appropriated	Base	Fiscal 1992 Incr/Decr Recommended	Base	Fiscal 1993 Incr/Decr Recommended	
Full Time Equivalent Employees	28.76	29.35	29.35	.15	29.50	.15	29.50
Personal Services	654,213.79	756,300	766,025	121	766,146	170	765,320
Operating Expenses	415,842.09	487,506	472,526	18,913	491,439	18,535	494,154
Equipment	142,752.78	122,540	127,802	-14,460	113,342	-17,250	115,785
Grants	828,579.24	933,078	1,025,154	-11,839	1,013,315	-14,768	1,010,386
Transfers	0.00	0	0	325,000	325,000	325,000	325,000
Debt Service	53,789.11	61,801	61,801	-61,801	0	-61,801	0
Total Agency Costs	\$2,095,177.01	\$2,361,225	\$2,453,308	\$255,934	\$2,709,242	\$249,886	\$2,710,645
General Fund	851,217.96	632,357	931,547	26,212	957,759	23,051	962,091
State Special Revenue Fund	427,646.67	488,866	195,000	214,161	409,161	211,232	406,232
Federal Special Revenue Fund	816,312.38	1,240,002	1,326,761	15,561	1,342,322	15,603	1,342,322
Total Funding Costs	\$2,095,177.01	\$2,361,225	\$2,453,308	\$255,934	\$2,709,242	\$249,886	\$2,710,645
State Library Operations	1,845,876.77	2,026,267	2,118,350	12,392	2,130,742	6,344	2,132,145
Natural Resource Info Services	249,300.24	334,958	334,958	243,542	578,500	243,542	578,500
Total Program Costs	\$2,095,177.01	\$2,361,225	\$2,453,308	\$255,934	\$2,709,242	\$249,886	\$2,710,645

## MISSION AND GENERAL DESCRIPTION

As authorized in Title 22, Chapter 1, MCA, and 90-15-101 MCA, the Montana State Library is responsible for providing assistance and advice to all tax-supported libraries and to citizens and local governments which may wish to establish and improve libraries. It administers all state and federal funding to public libraries throughout Montana. It administers the State Library which (a) provides information service to state government; (b) provides referral and backup service to all libraries in the state; (c) provides direct library service to all blind and physically handicapped Montana residents; (d) is responsible for distribution centers of state documents; and (e) is responsible for the Natural Resource Information System and the Natural Heritage Program. It also oversees the six federations of libraries and conducts policy development, long range planning and coordination of library service throughout the state.

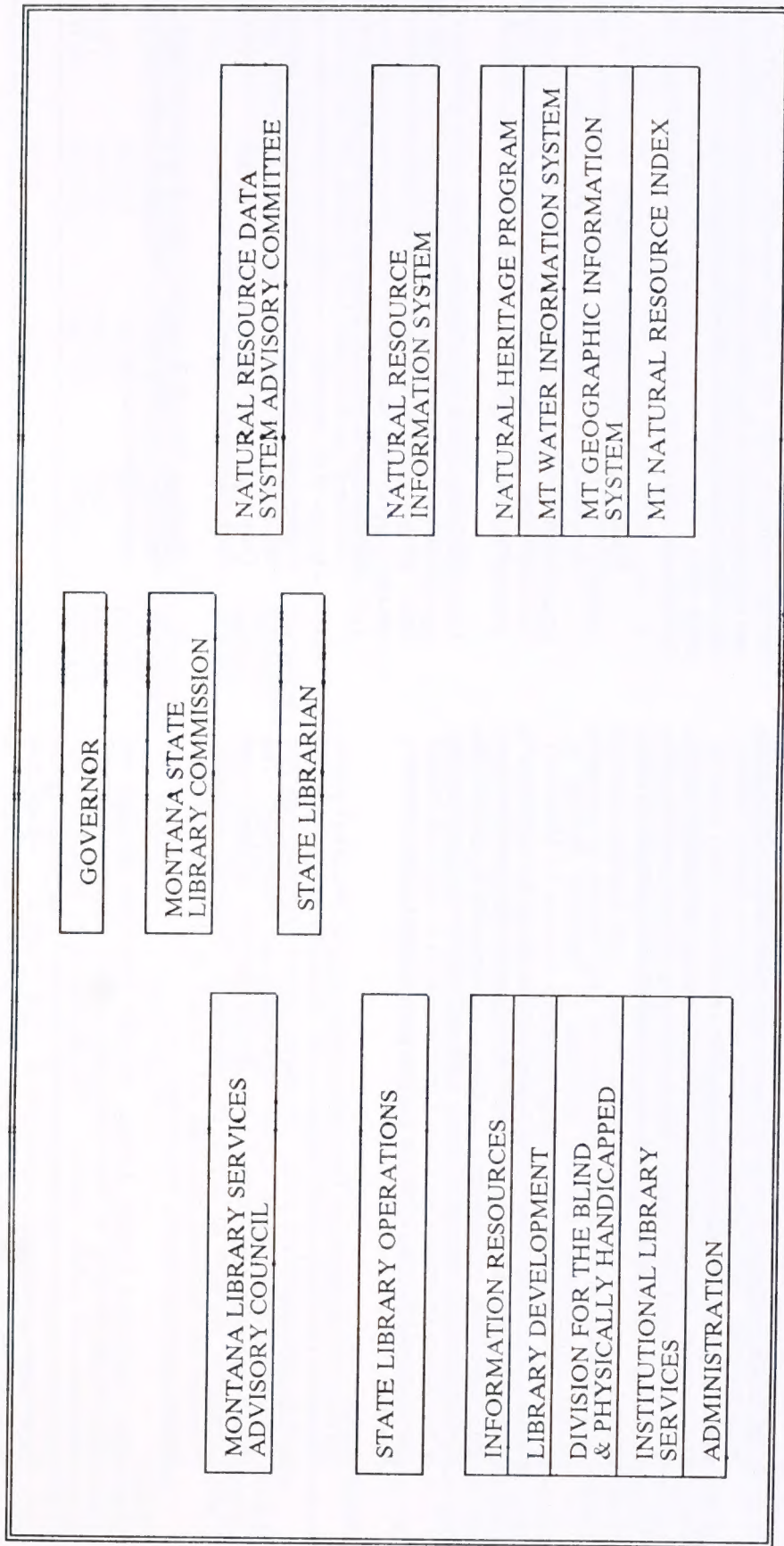
The State Library comprises two programs: State Library Operations and the Natural Resource Information System. The functional areas of the State Library Operations Program are Information Resources, Library Development, the Division for the Blind and Physically Handicapped, Service to State Institutions

and Administration. The Natural Resource Information System consists of the Montana Natural Heritage Program, the Montana Water Information System, the Montana Geographic Information System, and the Montana Natural Resource Index.

The library operates under policies established by the Montana State Library Commission, which was created by law in 1929. The commission consists of seven members as follows: five persons appointed by the Governor; the State Superintendent of Public Instruction or his/her designee; and a librarian appointed by the Commissioner of Higher Education from the Montana University System.



# MONTANA STATE LIBRARY ORGANIZATION CHART



## AGENCY ORGANIZATION

The Montana State Library Operations Program was established by the 1929 Legislature, which created the Montana State Library Commission and charged them with providing library services to state government and with developing and improving statewide library services. In 1968 the state accepted responsibility for library services to the blind and physically handicapped. The State Library Operations Program has five main components:

Information Resources provides reference and information services and lends materials, either directly to users or through academic, school, special, or public libraries. It also provides centralized library material acquisition, cataloging and technical processing, and operates the state's documents depository center. Responsibilities include servicing the information needs of state government, including direct interlibrary loan services.

Library Development provides assistance to Montana libraries to promote the most efficient delivery of library services to Montana's citizens. Assistance includes budget preparation, library laws, personnel issues, continuing education, collection management, library technology, and other forms of assistance. Library Development is involved in planning for improvement of library services in the state. Coordination of the library federation system and administration of state and federal grants to local libraries is also an integral part of Library Development's function.

Division for the Blind and Physically Handicapped is Montana's public library for the blind, visually impaired and physically disabled who are unable to read standard print. The library loans books and magazines in a variety of formats to eligible individuals and institutions. The library maintains and distributes the special playback equipment and accessories required to utilize the program. Volunteer recording programs for Montana materials are housed at the Montana State Library and the Montana State Prison.

State Institution Library Service provides consulting services and support for libraries in state institutions either directly or through contracts with public libraries. This function area administers and manages all aspects of the Montana State Hospital Library including staff supervision, collection development and budget. Collection development and funding for all state institutions is managed by the Institution Library Service function.

Administration provides central management, federal program administration, centralized fiscal and accounting activities and program-wide services for the State Library.

Montana Natural Resource Information System (NRIS) was established by the 1983 Legislature. The 1985 Legislature transferred responsibility for the program to the Library Commission. Nine agencies are named by statute to sit on an advisory committee that directs the development of the system, the purpose of which is to make sources of data and information on Montana's natural resources easily and readily accessible. NRIS operates a clearinghouse and referral service to link users with the best sources of information, and helps coordinate among agencies and organizations that collect, manage, or use the same types of natural resource information to prevent duplication of effort and promote information sharing. NRIS has four main components:

Montana Natural Heritage Program maintains a computer-assisted inventory of Montana's biological resources, emphasizing rare, threatened, or endangered plant and animal species and biological communities. The Natural Heritage Program is operated through a contract with The Nature Conservancy, which operates similar heritage programs in all 50 states and several foreign countries.

Montana Water Information System is the starting point for locating water resources information in Montana, such as data on surface water, groundwater, water quality, riparian areas, water rights, and climate data.

Montana Geographic Information System (GIS) provides technical assistance for statewide GIS projects and to agencies developing in-house GIS capability. NRIS inventories data available for GIS applications and coordinates GIS data standards and sharing throughout the state. The principal project is to provide GIS services to the Department of Health and Environmental Sciences in support of Clark Fork Superfund Cleanup activities.

Montana Natural Resource Index is a geographical and subject area indexing system for existing data sources (including both published and unpublished sources).



## LIBRARY OPERATIONS

	Fiscal 1990 Actual	Fiscal 1991 Appropriated	----- Base	Fiscal 1992 Incr/Decr Recommended	----- Base	Fiscal 1993 Incr/Decr Recommended	----- Base	Fiscal 1993 Incr/Decr Recommended
Full Time Equivalent Employees	24.71	24.50	24.50	1.00	25.50	1.00	25.50	25.50
Personal Services	568,258.61	636,733	637,590	19,201	656,791	19,156	655,876	655,876
Operating Expenses	318,887.54	356,166	350,054	2,240	352,294	1,956	355,098	355,098
Equipment	130,151.38	100,290	105,552	2,790	108,342	0	110,785	110,785
Grants	828,579.24	933,078	1,025,154	-11,839	1,013,315	-14,768	1,010,386	1,010,386
<b>Total Agency Costs</b>	<b>\$1,845,876.77</b>	<b>\$2,026,267</b>	<b>\$2,118,350</b>	<b>\$12,392</b>	<b>\$2,130,742</b>	<b>\$6,344</b>	<b>\$2,132,145</b>	<b>\$2,132,145</b>
General Fund	851,217.96	632,357	931,547	26,212	957,759	23,051	962,091	962,091
State Special Revenue Fund	199,771.98	170,000	170,000	-11,839	158,161	-14,768	155,232	155,232
Federal Special Revenue Fund	794,886.83	1,223,910	1,016,803	-1,981	1,014,822	-1,939	1,014,822	1,014,822
<b>Total Funding Costs</b>	<b>\$1,845,876.77</b>	<b>\$2,026,267</b>	<b>\$2,118,350</b>	<b>\$12,392</b>	<b>\$2,130,742</b>	<b>\$6,344</b>	<b>\$2,132,145</b>	<b>\$2,132,145</b>

### OVERVIEW

The State Library Operations Program has five main components:

**Information Resources** is the library for the State of Montana, with responsibility for the following: (1) information services to all state agencies and state employees; (2) reference and interlibrary loan referral and backup services through libraries throughout the state to all Montana citizens; (3) provision of statewide access to all State of Montana publications.

**Library Development** provides staff consultation and services to individual libraries, and direction to the six library federations. This includes statewide development and coordination of library services, long range planning and public information about library services in the state. It also administers and monitors the Library Services and Construction Act grant program for libraries and the Coal Severance Tax monies for the federations.

In cooperation with the National Library Service, the **Division for the Blind and Physically Handicapped** loans books and magazines in a variety of formats to over 2400 eligible individuals and institutions throughout the state. The library also provides reference service, information referral, and interlibrary loan services to Montana's blind, visually impaired and physically handicapped readers. The division also administers a local recording program charged with recording and producing Montana books or books by Montana authors.

The Montana State Library administers a program which provides **Library Service to Montana's Institutionalized**. The State Library provides service in two ways: (1) by administering contracts with four public libraries to provide public library service to five institutions located in their geographic areas; and (2) by providing direct library service to nine state-run institutions.

**Administration** provides central management, purchasing, federal program administration, accounting activities and personnel services for both State Library Operations and the Natural Resource Information System programs.

### GOALS

- Seek adequate general fund support for the Montana State Library and secure staffing levels adequate to maintain increased workloads
- Assist local libraries in securing adequate revenues for provision of library services without charge, including support for increased state aid for libraries
- Provide consultation to libraries in the areas of: library policy statements, library policy for improvement of reference and information services, long-range planning and goal setting, collection development, and the general improvement of library services
- Develop and implement an active State Library public information program



- Coordinate state-level literacy activities
- Work with the Department of Institutions designee to improve library services in state institutions, and dealing with the following issues: capital improvement and repairs, funding options, damaged or lost library materials, and service contracts with public libraries
- Enhance access to other library collections by linking the Montana State Hospital and the Montana State Prison to the Western Library Network via LaserCat; train staff regarding its use; work with the Department of Institutions to provide ongoing funding for LaserCat subscriptions
- Acquire all national standards for various types of institutional library services, disseminate these to institutional administrators, and measure current service against these standards
- Continually explore increased cooperative library activities with Native Americans
- Improve library services to people of Montana with special physical and mental challenges
- Examine all innovative partnerships for cooperation among all types of libraries
- Provide expanded and improved access to Montana State Government publications to Montanans throughout the state
- Provide timely and accurate information to Montana State Government employees and decision makers
- Provide timely, accurate, and appropriate backup services to all Montana libraries so that all Montanans receive equitable library services
- Provide appropriate avenues of resource sharing with other Montana libraries so Montana is getting the most benefits from its money
- Provide continuing education for librarians and public library trustees
- Administer and monitor federal and state grants, coordinate and distribute funding for the six public library federations and offer direction to the latter
- Ensure print-impaired citizens equal, timely, and convenient access to reading materials which meet their educational, informational, recreational, vocational and self-development needs by various means including:

maintenance of the Montana Cassette Book recording programs at Montana State Prison and Montana State Library, administration of contract with the State of Utah to provide Montana citizens with materials in braille format, and active public information effort to inform eligible Montanans of the availability of Talking Books services, and regular evaluation of the service via user surveys

- Work with the Library of Congress/National Library Service to ensure continued implementation of the Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped

## AUTHORIZATION

15-35-108 MCA Disposal of Severance Taxes allocates 1% of the earmarked coal severance taxes to the Montana State Library Commission for the purposes of providing basic library services to the residents of all counties through the federations and for payment of the costs of participating in regional and national networking

22-1-103 MCA

State Library Commission - Authority gives the State Library Commission the power to assist all tax-supported libraries in the state; maintain and operate the State Library; accept and expend any federal grant funds; make rules and establish standards for the control and distribution of library materials; provide library services for the blind and physically handicapped; furnish library service and assistance to state officials; state departments and inadequately served residents of the state; develop standards for public libraries; and designate areas and headquarters for library federations.

22-1-201 through

22-1-218 MCA

State Library Authorized provides for a state documents distribution center and depository libraries. The law mandates that any publication of any state agency will be deposited with the State Library for record and depository purposes.

22-1-325 through

22-1-331 MCA

Information Access Montana Act specifies the State Library Commission shall administer state aid to libraries, distribute grants to public libraries on a per capita and per square mile basis, reimburse libraries for interlibrary loan transactions, develop a method to allow Montana libraries to issue state multilibrary cards, and provide a base grant for each public library to support the cooperative activities and services of the six library federations.



22-1-401 through 22-1-404 MCA

Library Systems specifies that public libraries receiving state funding shall organize into library federations to pool resources and avoid duplication of effort.

Section 135, a, a-1, and b, of Title 2, U.S.C.

The Pratt-Smoot Act and Amendments established the national free library service for citizens who are blind, print impaired, physically disabled, and/or physiologically learning disabled. A system for establishing regional centers is described.

Chapter 19 Title 44, U.S.C.

Federal Depository Library Program authorizes the establishment of federal depository libraries. U.S.C. The law outlines the requirements for those libraries and how government publications will be distributed to them.

P.L. 98-480, Sections 101 through 304

Library Services and Construction Act, Titles I, II, and III, is to improve the delivery of public library service where it is inadequate or nonexistent, to those in institutions, or who may be blind and/or physically handicapped (Title I); a matching fund grant program for public library building projects (Title II); and interlibrary cooperation and resource sharing (Title III).

## BASE PROGRAM

The State Library Operations Program administers all state and federal grant funding for libraries; provides library services and consultation to all tax-supported libraries, state employees, blind and physically handicapped citizens; and supports the library federations.

The State Librarian is hired by the State Library Commission and is responsible for implementing all policies and actions of the Commission. He represents Montana at the regional and national level in matters that affect libraries. He works with other state officials to ensure the information needs of state government are met to the maximum degree possible. Leadership is provided in influencing and implementing library service policies on a statewide basis in cooperation with library officials at the state and local levels. Under base funding the objectives of the State Librarian's office are to manage the State Library's current workload, to seek additional funding for those areas in which the workload is beyond current staff resources, and to work with six Library Commission and four Advisory Council meetings per year.

Information Resources is the library of the State of Montana. This program provides staff, services, and collections of materials to make available information services for all state agencies, state employees and (through local libraries) all citizens of Montana. Under base funding the objectives of Information Resources are as follows:

## MONTANA STATE LIBRARY

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## LIBRARY OPERATIONS

1. Providing library services to state government employees on state business, including reference service, online database searching, interlibrary loan, current awareness, bibliographies, and outreach activities.
2. Providing library services to Montana's libraries including reference service, interlibrary loan, and online database searching.  
NOTE: Maintenance of the following response levels is appropriate to the above: 10,950 telephone requests, 700 online searches, 11,275 items circulated, 6,900 mail requests, and current awareness to 84 state employees.
3. Maintaining the state documents depository system for the state, acquiring, cataloging and distributing approximately 1,000 new titles per year, and establishing 200 Montana name authorities annually for the Library of Congress' Name Authority Cooperative Project.
4. Processing materials received under the federal publications depository system, adding approximately 12,000 volumes to the collection annually.
5. Coordinating activities related to the expansion and development of Montana's statewide catalog of resources via the WLN and OCLC databases.
6. Strengthening (by selection and deselection) the collections of the Montana State Library to maintain a book collection of 70,700 and a periodicals collection of 473 titles.
7. Providing for all activities which keep this program operational -- circulation, reshelving, filing, cataloging, administration, acquisitions, and mailing, and purchasing 300 to 400 titles annually for the reference and circulating book collections.

Under base funding the objectives of Library Development are as follows:

1. Planning, assessment, and evaluation of local and statewide library services.
2. Assisting librarians and trustees throughout Montana by providing annually: 10-20 training workshops, 450 telephone consultations, 20 on-site visits, 60 contacts with other segments of the library community and 200 other contacts, and by acting as liaison to groups and professional organizations providing pertinent continuing education.
3. Making recommendations to the Montana State Library Commission regarding the improvement of library services in the state.
4. Providing coordination of and direction to the six public library federations.



5. Offering direction for library automation, telecommunications planning and network linkages between libraries.
6. Administering and monitoring state and federal library-related funding including Coal Severance Tax and HB 193 monies to library federations, and the Library Services and Construction Act.
7. Coordinating public information efforts for the agency and for libraries in the state, including a monthly newsletter distributed to approximately 1400 librarians, trustees and others; 35 agency publications including an annual library directory, annual report to the Governor and Legislature, and an annual statistical directory.
8. Coordinating activities related to the Montana Center for the Book, a program sponsored by the Library of Congress.
9. Providing leadership to the state's public libraries in their effort to serve Montana's children and young adults by coordinating statewide activities that promote library service to children and youth -- summer reading programs, Children's Book Week, National Library Week, etc.
10. Maintenance of the agency's mail databases and of its standard contract forms.

Institutional Library Services is a part of the Library Development unit at the State Library. The function of Institutional Library Services is to provide library service to individuals confined to state-run correctional, mental health and treatment institutions. Such services are designed to improve the chances for clients to receive public library-type service although confined, and to function more normally both within the institution, and outside that institutional setting. Under base funding the objectives of Institutional Library Services are as follows:

1. Providing ongoing library and information service to residents of Montana institutions through the administering of five contracts with four public libraries, and through direct library service in the Montana State Hospital.
2. Working with the Department of Institutions to establish responsibility for and improve library service to all Montana institutions by means of consultation with the Department, and dealing with the following issues: capital improvement and repairs; funding options; damaged or lost library materials; and the public library service contracts for institutional services.

3. Working toward the improvement of institutional library services by providing training for those responsible for library service in 14 state institutions; assessing and developing institutional library collections, services and programs; providing interlibrary loan and reference services in support of institutional library service; maintaining periodical and newspaper subscriptions for 12 institutions; and administering and monitoring ongoing day-to-day operation of the Montana State Hospital (MSH) Patient Library.
4. Managing and administering library budgets for the institutions.
5. Providing from the central libraries at MSH and at the men's correctional center, the following: response to informational requests from patients, staff and inmates at the Women's Correctional Center; maintaining, operating and updating holdings on the Western Library Network (WLN) LaserCat station; and providing interlibrary loan and reference services to all patrons.
6. From the library at MSH, providing the following services: book carts on 7 wards; weekly reading programs for patients residing in the geriatric ward; a branch library in the Forensics unit; and managing library services in the following MSH locations and for the following number of clients:

# Service Area

## Number of Patrons Served

MSH Patient's Library	Open to: 300 patients 700 employees & their families 20 women inmates
Spratt 219	30 geriatric patients
Forensic Branch Library	80 inmates &/or patients
Women's Correctional Center	56 inmates
Spratt (2 wards)	50 patients
Intake	20 patients
Treatment Units (7 wards)	150 patients

Figure 1: Indicates library service locations. Some patients &/or inmates have access to more than one service location.

7. Providing library services in MSH at the following levels: 1,826 books circulated; 3,458 music room uses; and 1,539 newspaper/magazine uses.

The Montana State Library for the Blind and Physically Handicapped provides library service to eligible individuals and institutions. The library provides library and information services to over 2400 Montanans who would otherwise receive no library services. Under base funding the library's objectives are as follows:

1. Providing library services to Montana's registered blind and physically handicapped readers including: checking out 113,000 Talking Books annually, selecting materials for 65% of the users, distributing 3,867 catalogs to patrons annually, providing information and reference support (7,850 information requests), and producing and distributing a newsletter in large type and recorded format.

2. Maintaining a working relationship with the Library of Congress, providing regular reporting regarding service, patrons, collection, etc. and implementing the "Revised Standards and Guidelines of Service for the Library of Congress Network Libraries for the Blind and Physically Handicapped."
3. Administering the development and operation of the Library for the Blind's automated Reader Enrollment and Delivery System (READS).
4. Working to increase the Library for the Blind and Physically Handicapped's staffing level, thereby decreasing the need to rely on volunteers to accomplish basic services.
5. Working with various volunteer groups such as Green Thumb and Community Restitution in order to provide basic services to patrons, and supervising the work of 72 volunteers including: Telephone Pioneers (872 hours -- equipment repair), correctional institution inmates (5000 hours -- record books), and other volunteers (4200 hours --clerical and computer support, cassette book recording).

6. Administering of the Montana Cassette Book Program which is responsible for recording and producing books by Montana authors or about Montana, including volunteer scheduling, tape duplication, training, etc., providing 25 additional Montana Cassette Books annually and circulating 212 magazines to readers.
7. Supervising all aspects of the federal equipment program including repair (812 pieces of equipment and 950 cassettes), maintenance, record keeping, monthly and annual reporting, and ordering in order to provide record and cassette playback equipment to readers, ensuring that 3298 cassette book machines, 1184 talking book machines, and 2000 plus pieces of accessory equipment are in working order and available to patrons, and cleaning an average of 125 cassette and record players monthly.
8. Provide ongoing support for the services including: shelving 120,000 books annually; adding 40 new patrons each month; adding approximately 11,000 new books annually, rewinding 30,000 cassettes monthly; making over 3,000 annual changes in the patron information for the national magazine program.

The Administrative Unit performs the centralized services for the State Library. Effective functioning of this unit is essential to maintain the budgeting, accounting, purchasing, personnel, payroll and other support functions of the agency. The objectives of the Administrative Unit are as follows:

1. Maintaining systems to establish control of fiscal information involving the preparation of 1704 financial documents annually including: preparing financial reports for the State Library Commission six times annually; compiling and monitoring all areas of the agency budget; developing and monitoring the agency accounting system and monthly SBAS reports.
2. Providing for additional accounting activity including: monitoring grant funds and preparing quarterly reports on financial status; preparing all SBAS daily transactions on the OEE system; preparing the agency payroll for 34 employees, 26 times annually and maintaining all payroll records; preparing billing statements as required; maintaining the property records and performing annual physical inventories of equipment; purchasing all supplies and equipment per proper procedures for the agency, issuing 152 purchasing documents annually; and maintaining all financial files.
3. Providing support for meetings of the State Library Commission (6 meetings annually), and the Library Services Advisory Council (4 meetings annually), composing and distributing minutes of those meetings, and requiring approximately 35 mailings annually.

4. Handling all personnel matters, including all processes for recruitment, development and implementation of personnel policies, maintenance of personnel files, and staff orientation. This involves hiring approximately 8 staff annually.
5. Monitoring library issues on the state and national level.
6. Maintaining administrative files and mailing lists.
7. Serving as the receptionist for the agency and for sub-units of the agency as required, and engaging in special projects' support, as needed, for all areas of the library.

## BASE FUNDING

The State Library Operations Program is funded by a combination of general fund, coal severance tax which is designated for network-ing, and federal Library Services and Construction Act (LSCA) funds. LSCA funds do require maintenance of effort. The increase shown in general fund for FY 92 and FY 93 is due to the State Aid for Public Libraries bill (HB 193) which was passed during the last session. The \$566,000 per biennium has now been incorporated into the Montana State Library base and is shown in the grants (non-operating) category.



# Performance Indicators

Based on Current Level Staff and Current Budget

## Information Resources

	<u>FY90 Actual</u>	<u>FY91 Enacted</u>	<u>FY92 Base</u>	<u>FY93 Base</u>
Book collection	70,700	70,700	70,700	70,700
Periodical collection (titles)	473	473	473	473
State publications collection	17,276	18,276	18,276	18,276
Federal publications collection	213,469	225,469	225,469	225,469
Circulated items	11,275	11,275	11,275	11,275
Phone requests (average 5 minutes)	10,950	10,950	10,950	10,950
Mail requests (averages 30 minutes)	6,900	6,900	6,900	6,900
Online search requests (average 90 minutes)	700	700	700	700
Current awareness users	84	90	100	100
Montana Name authorities	200	200	200	200
Book orders processed	497	341	320	300

## Library Development

Workshops given	19	10	12	12
Consulting assistance (other than phone or on-site)				
Consulting via phone	200	200	200	200
On-site visits	447	447	447	447
LSCA grant-related questions	17	17	17	17
Contact with six federations, statewide task forces and committees, professional organizations, etc. (including presentations to the State Library Commission and Library Services Advisory Council)	52	52	52	52
Newsletters	60	60	60	60
Publications & Fact Sheets	12	12	12	12
Bookmarks (4000 each)	17	17	17	17
	2	2	2	2

MONTANA STATE LIBRARY

	<u>FY90 Actual</u>	<u>FY91 Enacted</u>	<u>FY92 Base</u>	<u>FY 93 Base</u>
<b>Division for the Blind and Physically Handicapped</b>				
Patrons Served	2,400	2,400	2,400	2,400
Books Circulated	113,696	113,696	113,696	113,696
Requests responses	7,851	7,851	7,851	7,851
Book excess	50	50	50	50
MCBs produced	25	25	25	25
Volunteers supervised	72	72	72	72
Books added	11,000	11,000	11,000	11,000
CMLS transactions	3,117	3,117	3,117	3,117
Cassettes repaired	950	950	950	950
Patrons contacted by mail	5,720	5,720	5,720	5,720
Direct mail magazines	212	212	212	212
Catalogs distributed	3,867	3,867	3,867	3,867
Hospitals served	22	22	22	22
Nursing Homes served	72	72	72	72
Schools served	47	47	47	47
Machines to Pioneers	812	812	812	812
Cassettes duplicated	2,315	2,315	2,315	2,315
Direct mail cancellations	222	222	222	222
<b>Institutional Library Services</b>				
Contracts managed	4	4	4	4
Institutions reviewed	10	4	4	4
Consultations w/ D.of I.	2	4	4	4
LaserCat updates (MSH, MSP)	4	4	4	4
MSH books circulated	1,826	1,826	1,826	1,826
MSH interlibrary loans	391	391	391	391
MSH Music room uses	3,458	3,458	3,458	3,458
MSH newspaper/magazine use	1,539	1,400	1,400	1,400

	<u>Actual</u>	<u>FY90 Enacted</u>	<u>FY91 Base</u>	<u>FY92 Base</u>	<u>FY93</u>
<b>Administration</b>					
Library Commission Meetings		6	6	6	6
Library Services Advisory Council Meetings		4	4	4	4
Payroll prepared for 34 Employees		26	26	26	26
Financial Documents Prepared		1,704	1,704	1,704	1,704
Purchasing Documents Prepared		152	152	152	152
Employees Hired		8	8	8	8
Comm/Coun/Misc Mailouts		35	35	35	35

#### INCREASE OR DECREASE FROM BASE

Personal Services - Increase of \$1439 in FY92 and \$1433 in FY93. This increase is due to an increase in worker's compensation.

Grants - Grants have been broken down from the general grants code to make a distinction between state and federal grants. The decreases of \$11,839 in FY92 and \$14,768 in FY93 are due to the anticipated decline in coal severance tax revenue. These decreases will impact the grants to library federations.

Personal Services - Increase of 1.00 FTE and \$17,762 in FY92 and \$17,723 in FY93.

Operating - Increase of \$2122 in FY92 and \$1728 in FY93

Equipment - Increase of \$2790 in FY92

The general fund increase of \$22,674 in FY92 and \$19,451 in FY93 is for one additional FTE in the Library for the Blind and Physically Handicapped and the associated operating costs and equipment.

The additional FTE will help alleviate the increased workload associated with a 93% increase in the number of books circulated which has occurred over the past 10 years. In one year, from 1988 to 1989, there was a 32% increase in book circulation. There has been no increase in the staff over the past 10 years to handle the increase in workload.

The Montana State Library for the Blind and Physically Handicapped has received citations on their federal program review for using volunteers to replace paid staff. As 69% of the L.B.P.H. funding is supplied by federal sources, this is a serious issue.

The following comments from the director of the Retired Senior Volunteers Program, the major source of our volunteer help, explains the difficulty we are having retaining some of our volunteers. "They become overwhelmed by the amount of work that exists in the library. They want to help so badly and feel like they have failed when they can't do all that is needed." She further states, "A volunteer should not take the place of a staff person but should be there to provide support."



# NATURAL RESOURCE INFORMATION SERVICES

	Fiscal 1990 Actual	Fiscal 1991 Appropriated	Base	Fiscal 1992 Incr/Deer Recommended	Base	Fiscal 1993 Incr/Deer Recommended
Full Time Equivalent Employees	4.05	4.85	4.85	-85	4.00	-85
Personal Services	85,955.18	119,567	128,435	-19,080	109,355	-18,986
Operating Expenses	96,954.55	131,340	122,472	16,673	139,145	16,579
Equipment	12,601.40	22,250	22,250	-17,250	5,000	-17,250
Transfers	0.00	0	0	325,000	325,000	325,000
Debt Service	53,789.11	61,801	61,801	-61,801	0	-61,801
Total Agency Costs	\$249,300.24	\$334,958	\$334,958	\$243,542	\$578,500	\$243,542
State Special Revenue Fund	227,874.69	318,866	25,000	226,000	251,000	226,000
Federal Special Revenue Fund	21,425.55	16,092	309,958	17,542	327,500	17,542
Total Funding Costs	\$249,300.24	\$334,958	\$334,958	\$243,542	\$578,500	\$243,542

## OVERVIEW

The overall purpose of the Montana Natural Resource Information System is to improve statewide efforts to manage the ever-expanding amount of natural resource data and make existing sources more accessible. NRIS helps users avoid increasing data collection and management costs and ensures the best information is quickly at hand for critical decisions. NRIS operates a clearinghouse and referral service, and helps coordinate among agencies and organizations that collect, manage, or use the same types of natural resource information to prevent duplication of effort and promote information sharing. At the same time, NRIS helps professionals make information technology choices, especially data managers hoping to share information with different departments and/or with public and private data users. NRIS has four main components:

**Montana Natural Heritage Program** maintains a computer-assisted inventory of Montana's biological resources, emphasizing rare, threatened, or endangered plant and animal species and biological communities. The Natural Heritage Program is operated through a contract with The Nature Conservancy, which operates similar heritage programs in all 50 states and several foreign countries.

**Montana Water Information System** is the starting point for locating water resources information in Montana, such as data on surface water, groundwater, water quality, riparian areas, water rights, climate data, etc.

**Montana Geographic Information System** provides technical assistance for statewide GIS projects and to agencies developing in-house GIS capability.

NRIS inventories data available for GIS applications and coordinates GIS data standards and sharing throughout the state. The principal project is to provide GIS services to the DHES in support of Clark Fork Superfund Cleanup activities.

**Montana Natural Resource Index** is a geographical and subject area indexing system for existing data sources (including both published and unpublished sources).

## GOALS

There are nine primary goals of the Natural Resource Information System:

- Participate in the design and development of uniform, easily accessible, statewide data bases for each of Montana's natural resources.
- Maintain and continue to develop the Montana Natural Resource Index.
- Maintain, refine, and continue to operate the Montana Water Information System (MWIS) in cooperation with DNRC.
- Administer the development, maintenance and operation of the Montana Natural Heritage Program (MNHP).
- Manage a timely, cost-effective clearinghouse and referral service to link users with the best sources of information.

VI. Negotiate cooperative agreements with state and federal agencies to secure support for project goals.

VII. Participate in the design and development of a geographic information system (GIS) to serve state needs.

VIII. Market and promote the use of NRIS programs.

IX. Evaluate the programs to ensure effectiveness and produce status reports.

#### AUTHORIZATION

90-15-101, et seq, MCA  
The Montana Natural Resource Information System (NRIS) and the Montana Natural Heritage Program were created by the Montana Legislature in 1983 as a "comprehensive program for the acquisition, storage, and retrieval of existing data relating to the natural resources of Montana." In the 1985 legislative session, responsibility for the program was transferred to the Montana State Library. Nine agencies are named by statute to sit on an Advisory Committee that directs the development of the system.

#### BASE PROGRAM

I. Participate in the design and development of uniform, easily accessible, statewide data bases for each of Montana's natural resources:

A. Serve as a liaison to and coordinate among agencies that collect, manage, or use the same types of natural resource information to prevent duplication of effort and promote information sharing; conduct at least three seminars or workshops among state and federal data managers to discuss ways to improve data sharing and transfer among agencies and to develop standards for the collection of new data to ensure quality and compatibility;

B. Provide computer systems design assistance to agencies wanting to automate important manual data bases (i.e. the Department of State Lands, Coal Mine Monitoring files) -- help choose data base software, develop basic data base designs (data structuring), investigate funding sources for automation projects, etc.;

C. Develop and maintain a Bulletin Board System (BBS) to increase data sharing, information exchange, and accessibility to natural resource data files;

1. Cooperate with Montana State Library efforts to tie into other BBS's efforts statewide, and to purchase the necessary software and hardware; and

2. Design custom user menus and BBS programming for an in-house system or as part of an established statewide system to meet NRIS objectives;

D. Implement a strategy to provide on-line access to the indexing systems, water data bases, and Heritage data bases to accommodate increased public use of the data bases by refining software programs that facilitate self-directed data searches/retrievals, and developing a coordinated strategy to provide remote access to the data bases to the public and to state agencies;

II. Maintain and continue to develop an automated geographical and subject area indexing system, the Montana Natural Resource Index, as a primary reference tool in locating existing documents and other natural resource data sources, including both published and unpublished sources:

A. Conduct at least five surveys of natural resource data holdings at local, state and federal agencies where such holdings may represent vital and significant additions to the indexing system;

B. Review natural resource reports and documents containing data that may represent worthwhile additions to the indexing system;

C. Collect and input at least 500 records per year with references to natural resource data and actual data on the indexing system, including references to complete collections housed at government agencies;

D. Maintain an updated directory of all environmental impact statements conducted in Montana;

E. Develop and maintain linkages with natural resource document holdings at the Montana State Library (i.e. federal documents) and Montana University System libraries (e.g. research reports, masters and Ph. D. theses, etc.); establish direct, on-line access as demanded; and

F. Produce and distribute a directory of all automated geographic data, including digital data, polygon data, and geographic information systems for the state of Montana.



III. Maintain, refine, and continue to operate the Montana Water Information System (MWIS) in cooperation with DNRC:

A. Maintain and improve access to all major federal, state, and local water resource data bases networked through MWIS, including but not limited to WATSTORE, STORNET, NAWDEX, SNOTEL, QSAR, HYDRODATA, MONTANA RIVERS STUDY, among others; maintain timely linkages to "real-time" data; improve methods of locating sources of water data and methods of retrieving data:

1. Increase access points by helping agencies purchase necessary hardware and/or software to enable on-line, remote, and synchronous access to important data sources and indexes;
2. Provide backup to data management personnel at natural resource agencies responsible for serving external water resource data requests;
3. Maintain, continue to update, and provide efficient access to a current "Directory" of water resource data sources;
4. Facilitate the use of NAWDEX as a primary index to sources of water data; develop interface software to make it easier for Montana agencies to enter new data and/or update existing data on NAWDEX;
5. Develop and maintain a "Data Gap Log" to indicate geographical areas where insufficient data exists to meet identified user needs; and
6. Develop and maintain a Project Tracking system by which water resource organizations can list their current and anticipated data collection projects as well as stay abreast of projects of other organizations; consult with affected agencies in designing and refining a useful system; integrate the Tracking System into the NRIS MSL BBS.

B. Provide training on all aspects of the Montana Water Information System, including how to use all data bases accessed by the System. Training will focus on descriptions of the information available from each data base, and on intensive, "hands-on" exercises to learn how to conduct data searches and retrievals;

1. Develop a training curriculum and appropriate training materials; also develop evaluation tools to measure effectiveness of the training and value to participants;
2. Arrange for instructors from the USGS, USSCS, and USEPA to provide custom, one-day training sessions on WATSTORE, SNOTEL, and STORNET, respectively; arrange other instructors as appropriate;
3. Conduct a series of "internal" cross-training sessions for appropriate Montana State Library staff, including selected NRIS staff; and
4. Conduct a series of "external" training sessions for frequent MWIS users, such as public library reference staff, data management personnel at water resource agencies, local governmental planners, and interested persons.

C. Coordinate the development of new data management tools, such as Geographic Information Systems, to facilitate their use among water resource organizations:

1. Acquire GIS training for the Water Information Specialist and Data Base Technician.
2. Conduct a series of meetings with state water resource agencies interested in GIS applications to discuss potential GIS uses, identify and prioritize thematic data layers, discuss details concerning data requirements to produce the need layers, and investigate ways to acquire data.

IV. Administer the development, maintenance and operation of the Montana Natural Heritage Program (MNHP), a complex set of relational data bases of detailed information on Montana's rare and endangered species, biological communities, managed areas, and supporting bibliographic resources;

A. Continue to maintain, revise, update and develop all data bases managed by the Program, including:



1. The ranked checklist of all Montana vertebrates and of high-ranking plants; ranks are assigned both for global status and for state status, and are based on the system utilized by The Nature Conservancy in more than 60 other heritage programs throughout the United States and selected foreign countries;

2. The list of more than 600 computerized abstracts on each vertebrate species in the state, giving taxonomic status, range, breeding requirements, etc.; initiate a similar data base for Montana plants;

3. The site-specific element occurrence records from a projected level of 3,000 after FY 1991 to 4,000 for the FY 1992-93 biennium; and

4. The listing of more than 2,600 pertinent secondary source abstracts, including interviews with experts on the occurrences of high-ranking elements of diversity in the state; target for FY92-93 is 3,500 source abstracts.

B. Develop, produce, and distribute reports and/or other output products (i.e. non-written formats) designed to disseminate natural heritage data effectively to state, federal, and local agency users:

1. Produce and distribute a status report on the highest-ranking elements processed into the natural heritage system; list elements by taxonomic order and provide information on the biological and legal status of each, and special management by government agencies; maintain access to the data base containing these elements, and provide output organized by county, by latitude and longitude, or by township, range, section, or any of the numerous output options available through the programming software;

2. Prepare species-specific status reports on Montana's rarest flora and fauna as funding permits. Conduct research, inventories, and status reviews on 6-10 species per year. Reports will be distributed to resource management agencies;

3. Produce a report on the extent to which information from the Source Abstracts has been incorporated into the data base; and

4. Identify other standard or repetitive needs of data users, and develop a custom report format designed to meet such needs; produce and distribute reports as designed;

C. Network with neighboring state heritage programs, state and federal agencies, and academic institutions --solicit input and exchange data to support data base development, growth, and use:

1. Provide technical expertise in the areas of botany, ecology, and zoology as appropriate and requested; and

2. Participate on data coordination committees of various federal and state agencies working with the biological resources of Montana.

D. Support and participate in the design and development of a geographic information system (GIS) to serve natural heritage program needs:

1. Provide technical support in transferring heritage data files to GIS data formats, as requested, to ensure compatibility and accuracy;

2. Identify and prioritize thematic data layers pertinent to biological resources, discuss details concerning data requirements to produce the needed layers, and investigate ways to acquire any additional data needed; and,

3. Recommend formats for GIS data output that serve the needs of heritage data users.

V. Manage a timely, cost-effective clearinghouse and referral service to link users with the best sources of information:

A. Respond to at least 200 standard requests plus 25 major research requests for natural resource information from private citizens, government agencies, businesses, universities, and other interested users; and

B. Design and Implement a user fee charging system for private users of the NRIS/MWIS/NHP/GIS data bases and services, as per Montana legislation passed in 1989 (H.B. 775 -- refer to Attachment D of this contract agreement). Coordinate approval of the policy by the Natural Resource Data System Advisory Committee by October 1, 1989, and submit the policy to the Department upon receipt of approvals required.

VI. Negotiate at least three cooperative agreements with state and federal agencies to secure support for project goals and to provide specific data management services that are consistent with project goals. These agreements contribute to base funding for the NRIS/MWIS/Heritage programs and projects, and maximize the use of program resources.

VII. Participate in the design and development of a geographic information system (GIS) to serve state needs; secure contracts to provide GIS-based services to state agencies; promote coordination among state and federal agencies in Montana developing their own GIS's.

VIII. Market and promote the use of NRIS including the indexing system, the Water Information System, and the Natural Heritage Program data bases;

A. Update and disseminate descriptive program information targeted to past and prospective users (i.e brochures, fact sheets, etc.);

B. Establish a process to make interested persons aware of new sources of natural resource information on a quarterly basis; and

C. Prepare and present papers and information posters at scientific, professional, and trade union meetings as appropriate opportunities arise and resources permit.

IX. Evaluate the programs on an ongoing basis and produce status reports as requested and as specified in various contracts;

A. Conduct at least four meetings of the Natural Resource Data Management System Advisory Committee and act on advice and guidance offered;

B. Produce semi-annual reports describing program progress and outlining future activities; and

C. Develop and produce a long-term strategic plan to sustain the NRIS, MWIS, and Heritage programs, including funding mechanisms, objectives, and resource allocations/plans.

### BASE FUNDING

The Natural Resource Information System Program is funded by a consortium of state and federal grants and contracts. It is anticipated that the same grants and contracts currently funding the base will be pursued and secured in FY 92 and FY 93.

State:	Fish, Wildlife and Parks license fees	\$25,000
Federal:	GIS Superfund for Clark Fork cleanup	\$278,866
	BPA funds for the rivers study (The BPA funds do require a match of state funds)	\$ 16,092

## Performance Indicators

Please note that the performance indicators outlined below cover all current operations of NRIS, including operations funded by both legislative appropriations and administrative appropriations. It should be noted that the goals outlined for FY 1992-93 are projections only since all NRIS funding is derived from grants and contracts which stipulate specific objectives in the scopes of work. Consequently, the goals for FY 1992-93 will be dependent on the level of funding for that biennium and the sources of funds for the biennium, with each funding source controlling the direction of NRIS and the development of programs.

	<u>FY90 Actual</u>	<u>FY91 Enacted</u>	<u>FY92 Base</u>	<u>FY93 Base</u>
<b>Technical Assistance to State Agencies on Data Base Development</b>				
Workshops on data base use	3	3	3	3
One-on-one design assistance to agencies	3	3	3	3
Sustain EBB access	Y	Y	Y	Y
Sustain on-line access	Y	Y	Y	Y
<b>Maintain the MNRI</b>				
Survey/review agency holdings	3	2	3	2
Records input	500	500	500	500
Update EIS directory	Y	Y	Y	Y
Maintain links with university holdings	Y	Y	Y	Y
Maintain GIS Data Directory	Y	Y	Y	Y
Records maintained	8,500	9,000	9,500	10,000



	<u>FY'90 Actual</u>	<u>FY91 Enacted</u>	<u>FY92 Base</u>	<u>FY93 Base</u>
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**Maintain Montana Water Information System (MWIS) with DNRC**

Maintain access to all major water resource data bases	Y	Y	Y	Y
Increase access points	1	0	1	0
Maintain Water Data Dir	Y	Y	Y	Y
Maintain NAWDEX Interface	Y	Y	Y	Y
Maintain "Data Gap Log" and Project Tracking System	N	Y	Y	Y
Execute GIS applications in water resources	3	3	3	3

**Administer the Montana Natural Heritage Program (MNHP)**

Databases maintenance (no of records updated)	5,600	7,000	7,000	8,400
Databases development (no of records added)	300	300	300	300
Update ranked checklist of all Montana vertebrates and of high-ranking plants	Y	Y	Y	Y
Produce species reports	5	5	5	5
Network and render technical expertise in pertinent areas	Y	Y	Y	Y
Participate on data coordination committees	4	4	4	4
Execute GIS applications in biological data areas	3	3	3	3

FY93  
BaseFY92  
BaseFY91  
EnactedFY90  
Actual**Manage a data clearinghouse  
and referral service**

Respond to basic requests	200	200	200	200
Respond to major requests	25	25	25	25
Maintain user fee system	Y	Y	Y	Y

**Negotiate cooperative agree-  
ments with state and  
federal agencies**

	3	3	3	3
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**Develop GIS for state agencies**

Secure contracts to provide GIS-based services	3	3	3	3
Provide technical assistance to state agencies (one/one)	5	5	5	5

**Promote the use of NRIS**

Update fact sheets	Y	Y	Y	Y
Publish GIS news	4	4	4	4
Present exhibit	6	6	6	6

**Evaluate the programs**

Conduct NRDSAC meetings	4	4	4	4
Produce status reports	2	2	2	2
Produce long-term strategic plan	1	0	0	1

## INCREASE OR DECREASE FROM BASE

This is the first year in which there has been a budget established to fund the core of the N.R.I.S. program. During the last biennium a budget needed to be quickly established for the grants and contracts we anticipated receiving. This budget became necessary after the statutory appropriation, which this program has received since its inception, was eliminated during the legislative session.

Funding for this budget will be received from a combination of Fish, Wildlife and Parks license fees - \$50,000 each fiscal year, RIT funds - \$188,500 each fiscal year, and State Lands/O.S.M. funds - \$15,000 each year.

The \$253,500 each year will be supplemented by other grants and contracts, anticipated to be approximately \$325,000 per fiscal year. The major source of these funds is expected to be the E.P.A. superfund grant of 312,500 each year. State special revenue of 12,500 each year accounts for the balance of the contracts authority funding.

Contract authority in the amount of \$325,000 per fiscal year is being requested to facilitate the establishment of these contracts and to expedite the starting date of the requested services.

The increase of \$243,542 is due to the change of funding sources and the request for contract authority. During FY90, authority in the amount of \$172,313 in administrative appropriation and \$47,578 in budget amendment appropriation was received. These amounts are not reflected in the base budget.

It is anticipated that the combination of the new core funding and the contract authority will eliminate the necessity of requesting administrative and budget amendment appropriation during the biennium.





